



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
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NICOLE MAJESKI
SECRETARY

MEMORANDUM

TO: Pam Steinebach, Director, Planning
Anne Brown, Director, Maintenance and Operations
Don Weber, Deputy Director of Operations, Transportation Solutions
Mark Luszcz, Deputy Director of Design, Transportation Solutions

FROM: Shanté Hastings, Chief Engineer, Transportation Solutions *SAH*

DATE: October 26, 2022

SUBJECT: Design Guidance Memorandums Development and Approval Process

Attached is the Design Guidance Memorandums (DGM) Development and Approval Process. These procedures are necessary to ensure consistency and transparency in the development and approval of DGMs.

The intent of this document is to create a stepwise approach to be used by originators of DGMs to develop, distribute for review, address comments, and prepare the Final Draft DGM and Summary Form for approval consideration.

This procedural document is effective immediately and will be retained on the DelDOT Publications webpage. Please distribute to staff as appropriate.

Any questions or concerns should be directed to John Caruano, Support Engineer.

SH:jc



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DESIGN GUIDANCE MEMORANDUMS DEVELOPMENT AND APPROVAL PROCESS

Established October 26, 2022

Design Guidance Memorandums (DGM) are intended to provide technical guidance to DelDOT and consultant designers to establish and adopt best practices for preparing transportation project plans.

DGMs should relate to a specific topic that is not thoroughly addressed by Departmental standards, manuals, policies, or other widely adopted industry technical resource documents (e.g., AASHTO Green Book). DGMs shall reference technical sources, Delaware Code, executive orders, or policies using hyperlinks wherever possible.

The DGM header will contain the Memorandum Number (to be issued by Engineering Support), Title of the DGM, Effective Date, and the Sections to Implement. The format of the DGM body should consist of the following section headings: Purpose/Background, Applicability, Design Guidance/Process, and Justification.

The Department's Publication page shall house all active DGM documents. Existing DGMs that are incorporated into newly adopted policies or manuals or are no longer necessary shall be archived and removed from the active list. Archived DGM numbers shall be placed in an inactive status that should not be reused for future DGMs. An archived DGM may be returned to active status should guidance on that item be necessary. The Division of Transportation Solutions, specifically Engineering Support (ES), shall be the first point of contact for DGM issues, questions, or assistance.

DGMs that affect more than one division will need to be coordinated by the requester before final review and approval.

DGM Development Process

The process to develop a new or update an existing DGM is as follows:

1. Originating section coordinates with ES to determine if previous DGM available or archived or topic is covered in another manual.
2. Originating section drafts DGM.
3. Originating section shares draft for review and comment with appropriate technical groups, committees, or another technical expert. For example: Guardrail Committee, MASH, Design Monthly Meeting, Bridge Design Monthly Meeting, Process Coordination Meeting, etc.
4. Originating section addresses and responds to comments and revises DGM for submittal to ES.
5. ES adds DGM to next planned Plan Development and Construction Working Group (PDCWG) agenda for initial review by working group. Timeframes for review set as appropriate to content and length of document. All comments made by PDCWG will be tracked and responses to comments to be provided.
6. Originating section addresses and responds to comments and revises draft for resubmittal to ES.
7. ES distributes revised draft and comment responses to PDCWG for final review.
8. Once final review is complete, the originating section will complete the Proposed DGM Summary Form describing the originating section, the need for DGM, the groups that have reviewed, and any significant discussions/comments on the draft.
9. Originating section submits final draft of DGM and Summary Form to ES. ES conducts review and approval for recommendation to the applicable Assistant or Deputy Director, Division Director (if different than the Chief Engineer), and the Chief Engineer. Chief Engineer should be final "approved" signature line regardless of the division that initiated the DGM.

Review of proposed DGM will be completed by appropriate Assistant or Deputy Director(s) of the Division of Transportation Solutions, or Division Director (if different than the Chief Engineer) with a signature recommendation for Chief Engineer review and approval. The DGM will become effective after the dated signature of approval by Chief Engineer.

DGM Approval Process

All new DGMs will require the following approval steps:

1. Submit Final Draft DGM and Summary Form to ES for format and process review.
2. ES reviews to form and process, ES signs to attest form and process followed correctly.
3. ES sends back to originating section Chief/Assistant Director for recommendation signature.
4. Deputy Director(s) or Director (if different than Chief Engineer) recommendation signature.
5. Chief Engineer Signature approval.
6. ES changes effective date to timeframe after Chief Engineer signature.
7. ES notifies originating section of approval and effective date.
8. ES publishes on DelDOT Publication Page and distribute notification email to Chiefs.